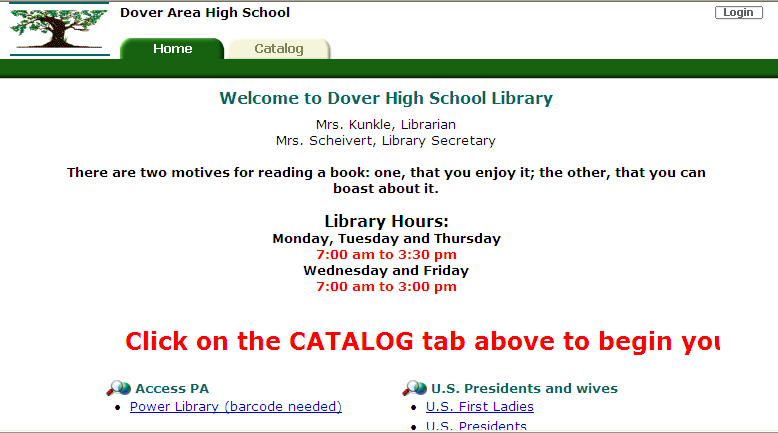
USING DESTINY LIBRARY MANAGER

**Getting Started At School**

Click on your schools **Destiny** icon in your Zenworks Applications window which will allow you to access Destiny at the high school.



You will see our green Home Page tab and a tan tab for the **Catalog**.

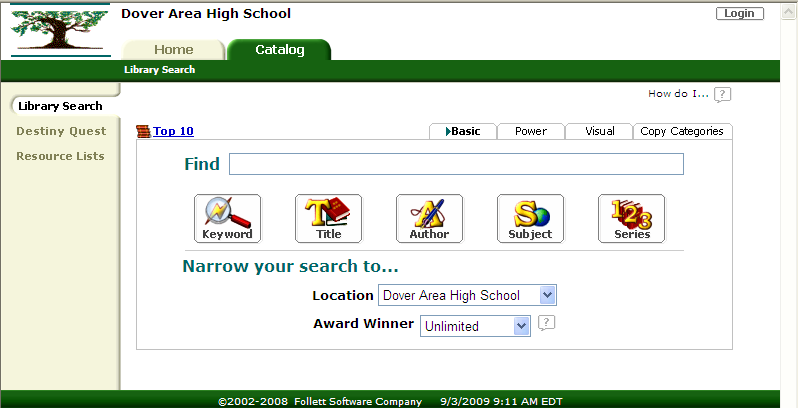


On the Home Page there are some links for you to access. (Suggestions are always welcome!)

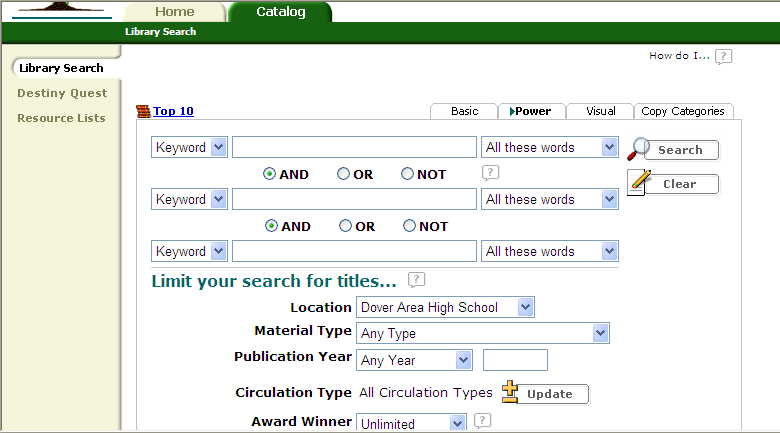
**Using The Card Catalog Only**

Click on the Catalog tab, which will then turn green and highlight a **BASIC** search.

This will give you the ability to search the High School library materials by Keyword, Title, Author, Subject and Series.



Next you can click on the **POWER** search icon to do a Boolean search.



You can also click on the **VISUAL** search icon to do a see the books we have under each topic.

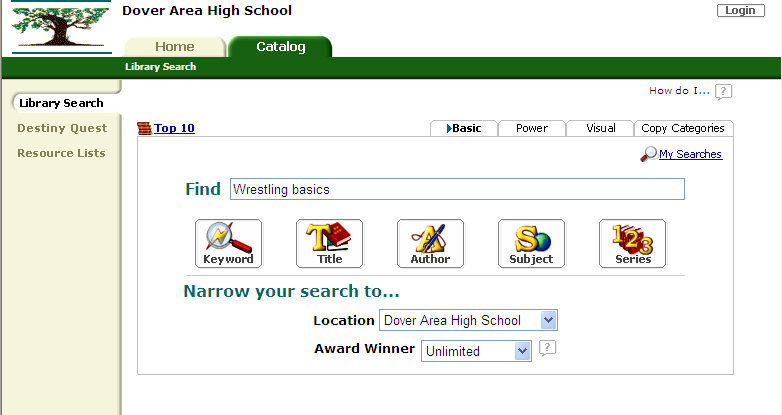


You can also click on the **Copy Categories** search icon to do a see the books we have under each category. (This is seen by **TEACHERS ONLY**!)



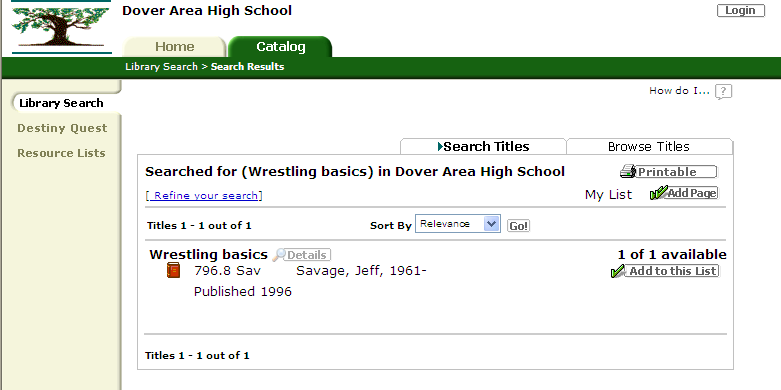
Most of you will search using the **BASIC** search tab so this is how to go about using this tab.

First type in what you are looking for in the box called **FIND**.



Then click on the appropriate button underneath.

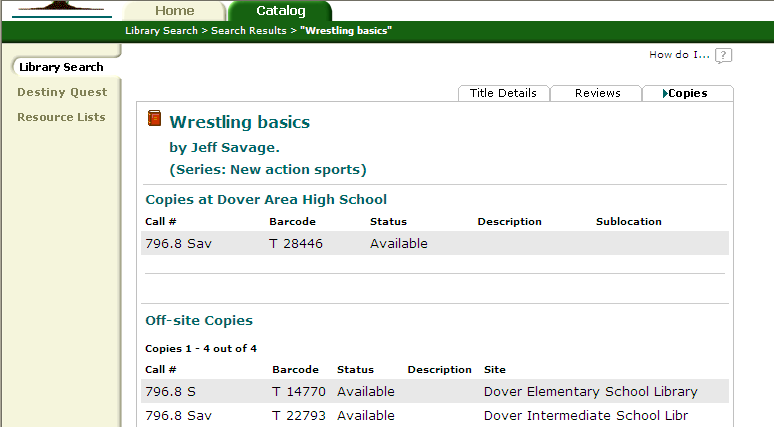
This will take you to a list of the books we have that match your search.



Select the one you want to view and click on the **title** of that material or the **details** button.

This will give you detailed information about the material you have chosen which includes the Title details, Reviews and Copies tabs.

The Copies tab will show you the materials **call number** and **availability** in our library as well as other libraries in the district.



There is also a search button on the left had side to search **Destiny Quest**.



If you run into problems with how the system works, click on the **How do I…** at the top of each screen under the green bar. This will help you only with the current screen.

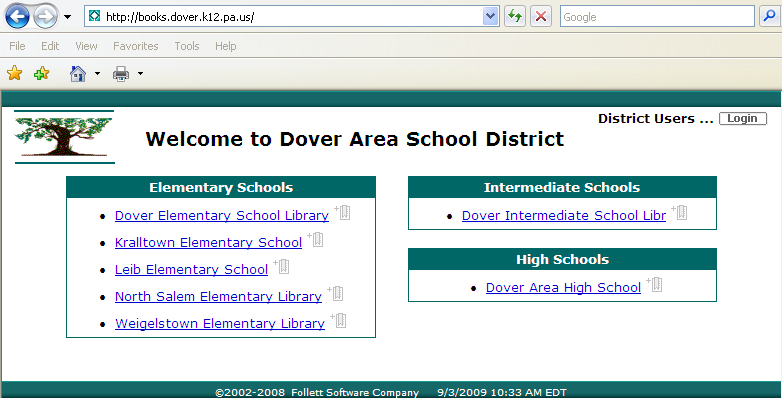


**Logging Onto Your Account**

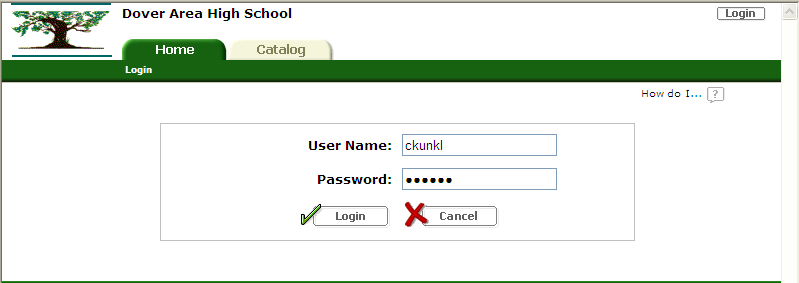
Destiny will also allow you to login with your own name and password to access your own account. You do this by clicking on the **login** button in the upper right corner of the screen.



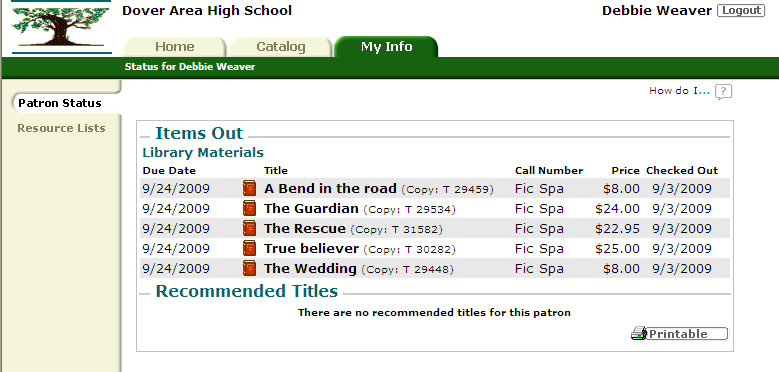
For some reason you may have to do this login twice. If you do, the screen below will pop up and you will have to choose the **any school**, and click the login button again. We are not sure why this is happening but we are trying to get a remedy so the login will only be one time.



Type in your **username** and **password**.

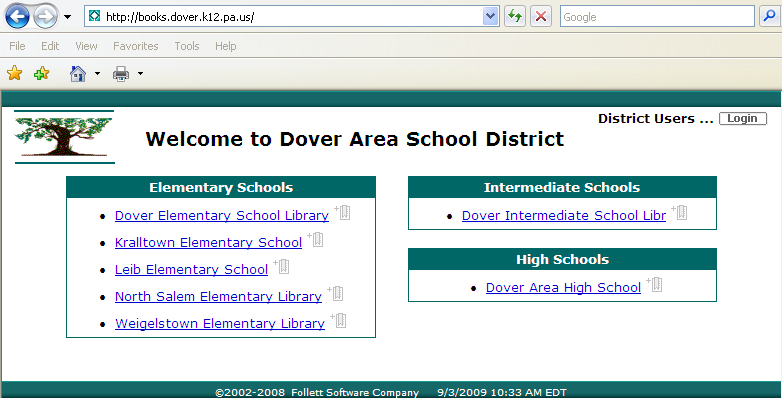


When you do this, you will get an extra bar called **My Info**. From this tab you can see what materials you have checked out and when they are due.



**Getting To Destiny From Home**

Type in the website address: <http://books.dover.k12.pa.us>.



Click on the school of your choice and go back to the middle of page 1 and proceed through the document. Again this may require you to login twice until we get that glitch changed. If you have any problems please contact Mrs. Kunkle at the High School library or the librarian at your building. We are still in the process of learning this system but we will try to get an answer as soon as possible.